



## Health and safety policy

### Statement of intent

This setting believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

### Aim

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

### Legal Framework

We follow all relevant guidance and any legislation related to health and safety including:

The Early Years Foundation Stage (EYFS) 2021

The Health and Safety Work Act 1974

The control of Substances Hazardous to Health (COSHH)

Any guidance that would be given by Public Health England, environmental Health department, Health and safety executive, fire authority and any local health protection unit.

### Methods

The members of staff responsible for health and safety are Fiona Garvey (Nursery Proprietor) who has overall and final responsibility being the employer and Kirsty Woodland (Nursery Manager) Both persons are competent to carry out these responsibilities. Deputy Managers are responsible in their absence. We display the necessary health and safety poster in the office.

### Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;
- deciding which areas need attention; and
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

We maintain lists of health and safety issues, which are checked:

- daily before the session begins;

- weekly; and
- a full risk assessment which is reviewed regularly.

### **Insurance cover**

We have public liability insurance and employers' liability insurance. The certificate for public liability insurance is displayed in the office on the wall.

### **Awareness raising**

- Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.
- Records are kept of the induction procedure and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Each staff member will complete an induction Health and Safety sheet. These sheets are different for 2-5's room and Baby room. If a member of staff moves rooms they will be asked to complete a new induction sheet for the new room they now work in.
- All employees are responsible to work with the senior team, manager and proprietor to achieve a healthy and safe nursery and to take reasonable care of themselves and others. If this is not carried out it could lead to disciplinary procedures.
- If a member of staff notices a health and safety policy which they cannot change they must report it to the senior team and fill out the risk assessment kept in both kitchens.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the setting.
- As necessary, health and safety training can be undertaken by the staff and health and safety is discussed regularly at staff meetings.
- We have a no smoking policy.
- Children are made aware of health and safety issues through discussions, planned activities and routines.

### **Children's safety**

- We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- Adults do not normally supervise children on their own.
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults must be present.

### **Security**

- Systems are in place for the safe arrival and departure of children. The times of the children's arrivals and departures are recorded.

- The arrival and departure times of adults - staff, volunteers and visitors - are recorded within the rota.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.
- The personal possessions of staff and volunteers are securely stored during sessions.
- Parents/carers are made aware of the security procedures and safety measures when shown around the setting or when settling newly into the setting.
- New practitioners are made aware of not answering the door to anyone till full familiarity of parent/carers is in place. Passwords and Id cards maybe used for authorised persons to pick up
- When children are settling or a show round is being done we ask the persons to show us photograph ID to check there details match the details we have in the diary or e-mails.
- All parents are asked during their settling in sessions to provide the nursery with a photograph of all persons who are authorised on their registration and enrolment forms to pick up their child including Emergency contacts. ID cards are made for each of these persons which are to be shown at the front door on collection when a person is not recognised by a practitioner. Copies of these ID cards are kept in a locked cupboard in the office for the nurseries reference.

## **Windows**

- Low level windows are made from materials that prevent accidental breakage or are made safe.
- Windows are protected from accidental breakage or vandalism from people outside the building.
- Windows above the ground floor are secured so that children cannot climb through them.
- All windows in the building have locks fitted

## **Doors**

- We take precautions to prevent children's fingers from being trapped in doors.
- All surfaces are checked daily to ensure they are clean and not uneven or damaged.

## **Kitchen**

- Children do not have unsupervised access to the kitchen.
- All surfaces are clean and non-porous.
- There are separate facilities for hand-washing and for washing up.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- When children take part in cooking activities, they:
  - are supervised at all times;

- are kept away from any sharp implements or are heavily supervised when using such utensils.
- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment.

### **Electrical/gas equipment**

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- Storage heaters are checked and are not covered.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

### **Storage**

- All resources and materials from which children select are stored safely.
- All equipment and resources are stored or stacked safely to prevent them accidentally falling or collapsing.

### **Outdoor area**

- Our outdoor area is securely fenced.
- Our outdoor area is checked for safety and cleared of rubbish before it is used.
- Adults and children are alerted to the dangers of poisonous plants, herbicides and pesticides.
- Where water can form a pool on equipment, it is emptied before children start playing outside.
- Children and staff carry out risk assessments of the garden time before each use.
- Our outdoor sand pit is covered when not in use and is cleaned regularly.
- All outdoor activities are supervised at all times.

### **Hygiene**

- We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- Our daily routines encourage the children to learn about personal hygiene.
- We have a daily cleaning routine for the setting which includes play room(s), kitchen, rest area, toilets and nappy changing areas.

- We have a schedule for cleaning resources and equipment, dressing-up clothes and furnishings.
- The toilet area has a high standard of hygiene including hand washing and drying facilities and the disposal of nappies.
- One child has the sole use of Flannels, towels, blankets and sheets in between washes. All of these items at the end of the child's week at nursery are washed on a hot wash ready for the next week.
- We implement good hygiene practices by:
  - cleaning tables between activities;
  - checking toilets regularly;
  - wearing protective clothing - such as aprons and disposable gloves - as appropriate;
  - providing sets of clean clothes;
  - use of indoor only or no shoes on the carpet area in the baby room.
  - providing tissues and wipes; and
  - ensuring sole use of flannels and towels.

## **Activities**

- Before purchase or loan, equipment and resources are checked to ensure that they are safe for the ages and stages of the children currently attending the setting and adhere to the equipment and resources policy and legislation of safety.
- The layout of play equipment allows adults and children to move safely and freely between activities.
- All equipment is regularly checked for cleanliness and safety and any dangerous items are repaired or discarded.
- All materials - including paint and glue - are non-toxic.
- Sand is clean and suitable for children's play.
- Physical play is constantly supervised.
- Children are taught to handle and store tools safely.
- Children who are sleeping are checked regularly.
- Children learn about health, safety and personal hygiene through the activities we provide and the routines we follow.

## **Food and drink**

- Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area, if they need to all children are taken to safe part of the room by other staff so not to come in contact with the staff member with hot liquid. They also do not place hot drinks within reach of children. Hot

drinks are only permitted in the kitchen area which is closed off to children with a safety gate or office which is a child free zone. Snack and meal times are appropriately supervised and children do not walk about with food and drinks.

- Fresh drinking water is available to the children at all times.
- We operate systems to ensure that children do not have access to food/drinks to which they are allergic.

### **Outings and visits**

Refer to guidance and welfare requirements for full information on walks and outings.

Review Walks and outings Policy.

### **Missing child**

If a child goes missing from the setting

- The person in charge will carry out a thorough search of the building and garden.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened
- If the child is not found the parent is contacted and the missing child is reported to the police.

### **Animals**

- Animals visiting the setting are free from disease and safe to be with children, and do not pose a health risk.
- Our setting's pets are free from disease, safe to be with children, and do not pose a health risk.
- Children wash their hands after contact with animals.

### **Fire safety**

- Fire doors are clearly marked, never obstructed and easily opened from inside. As part of the induction procedure, staff are informed of any fire safety precautions and how to open doors or exit safely.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Fire Alarms are checked termly – see fire Drill procedures
- All batteries in Fire Alarms are replaced when the alarm makes a continuing beeping noise.
- Our emergency evacuation procedures are approved by the Fire Safety Officer and are:

- clearly displayed in the premises;
- explained to new members of staff, volunteers and parents; and
- practised regularly at least once every term
- Records are kept of fire drills and the servicing of fire safety equipment.

### **First aid and medication**

All members of staff counted in ratio will have current first aid training and be on the premises or on an outing at any one time. At present within the setting all members of staff have up to date and current first aid training. The first aid qualification includes first aid training for infants and young children.

Our first aid kit:

- complies with the Health and Safety (First Aid) Regulations 1981;
- is regularly checked by a member of the senior team and re-stocked as necessary;
- is easily accessible to adults; and
- is kept out of the reach of children.

At the time of admission to the setting, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.

Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

### **Our accident book:**

- is kept safely and accessibly;
- all staff and volunteers know where it is kept and how to complete it; and
- is reviewed at least half termly to identify any potential or actual hazards.

Ofsted is notified of any injury requiring treatment by a hospital doctor, or the death of a child or adult. This is done so by the proprietor.

When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

### **Dealing with incidents**

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and

- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.

Any dangerous occurrence is recorded in our Incident Book.

### **Our Incident log**

- We keep an incident log for recording incidents including those that are reportable to the Health and Safety Executive as above.
- These incidents include:
  - break in, burglary, theft of personal or the setting's property;
  - fire, flood, gas leak or electrical failure;
  - attack on member of staff or parent on the premises or near by;
  - any racist incident involving a staff or family on the centre's premises;
  - death of a child, and
  - a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely even of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our lock down policy will be followed. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, for example, through cot death in the case of a baby, or any other means involving an older child, the emergency services are called, and the advice of these services are followed.
- The incident book is also used to record any incident the child may have had at home but these files are kept in a different place than adult records.
- Our Critical incident policy would also be used alongside these steps in our incident log

### **Administration of medication**

- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- Children taking prescribed medication must be well enough to attend the setting.
- Children's prescribed drugs are stored in their original containers, are clearly labelled and are inaccessible to the children.
- Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- The administration is recorded accurately each time it is given with an adult witness and is signed by both staff. Parents sign the medication form to acknowledge the administration of a medicine.



- If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

## **Sickness**

Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the setting.

- We do not provide care for children who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- Children with headlice are not excluded, but must be treated to remedy the condition.
- Parents are notified if there is a case of headlice in the setting.
- Parents are notified if there is an infectious disease, such as chicken pox.
- HIV (Human Immunodeficiency Virus) may affect children or families attending the setting. Staff may or may not be informed about it.
- Children or families are not excluded because of HIV.
- Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- Staff suffering from sickness and diarrhoea do not handle food.
- Ofsted is notified of any infectious diseases that a qualified medical person considers notifiable.

## **Safety of adults**

- Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- When adults need to reach up to store equipment or to change light bulbs they need to be aware of using the correct equipment or if they do not wish to they should ask a senior member of their team who will complete the job or ask for assistance from a trained professional if needed.
- All warning signs are clear and in appropriate languages.
- Adults do not remain in the building on their own or leave on their own after dark.
- The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

## **Records**

In accordance with the Welfare requirements and in line with our confidentiality policy, we keep records of:

### **Adults**

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;

- all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

#### Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from setting;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- the times of attendance of children, staff, volunteers and visitors;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment; and
- incidents.

In addition, the following procedures and documentation in relation to health and safety are in place:

- Risk assessment.- Daily, weekly and Termly
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Sick children.
- Cleaning record
- No smoking.